

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4319 **TITLE:** ASSISTANT COUNTY ATTORNEY IV **GRADE:** L-04

DEFINITION:

Under direction, to perform a variety of civil law work, to include individual responsibility for major cases; and to do related work as required.

ILLUSTRATIVE DUTIES:

Represents the County in major civil suits;
Assigns aspects of case preparation and presentation of lower-level attorneys;
Gives advice and assistance to lower-level attorneys;
Conducts legal research;
Writes legal briefs;
Reviews and drafts ordinances and resolutions and other legal documents;
Advises members of the County staff on legal matters;
Advises individuals on aspects of civil law and County ordinances and resolutions;
Examines titles of land to be purchased by the County and closes land purchases;
Approves the legal form of deeds, decrees, leases, contracts and other legal documents;
Prepares reports and correspondence on legal matters.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the sources of legal reference;
Knowledge of the principles and practices of law;
Knowledge of local, state and federal laws and court decisions affecting the practice of the law at the county level;
Ability to learn Fairfax County ordinances and resolutions;
Ability to analyze facts and reach logical conclusions;
Ability to express ideas effectively, both orally and in writing;
Ability to maintain effective working relationships with associates, County officials and the public.

EMPLOYMENT STANDARDS:

Membership in the Bar of the State of Virginia or graduation from an accredited law school and eligibility for admission to the Bar of the State of Virginia; PLUS

(For Assistant County Attorneys hired on or before December 31, 1997) Three and one half years of experience in the practice of civil law in the employ of a municipal or county government or acceptable equivalent experience.

(For Assistant County Attorneys hired on or after January 1, 1998) Four years of experience in the practice of civil law in the employ of a municipal or county government or acceptable equivalent experience.

An employee in this class who is not a member of the Bar of the State of Virginia on the date of appointment must gain admission to the Bar of the State of Virginia within six months or be separated.

CERTIFICATES AND LICENSES REQUIRED:

License to practice law in the state of Virginia.

NECESSARY SPECIAL REQUIREMENTS:

All positions allocated to the County Attorney series are under the Fairfax County Merit System of personnel administration and are limited to full-time employment and preclude the private practice of law. However, the phrase “private practice of law” does not include the provision of pro bono publico legal services in a pro bono legal services program approved by the County Attorney and in accordance with the policy of the County Attorney governing participation in an approved program.

REVISED: January 24, 2001

REVISED: February 13, 1998